



# JEFFERSON PARISH

## DEPARTMENT OF CITIZENS' AFFAIRS

CYNTHIA LEE SHENG  
PARISH PRESIDENT

DONNA D. RUSSO  
DIRECTOR

### PROCEDURES FOR JEFFERSON PARISH SPECIAL EVENTS PERMIT

#### LINE:

1. Application Date
2. Sponsor of the event
3. Location/Route of the event
4. Contact person for additional information, if needed
5. Date(s) & Time(s) event will start and end
6. List of items of served or sold at the event

#### If the ownership is a Corporation or LLC:

- A. If the Sponsor is a Corporation or LLC and registered in the year of the event; submit a copy of their Certificate of Incorporation or Organization, along with the Initial Report from the Secretary of State.
- B. If the Sponsor is a Corporation or LLC and registered before the year the event commenced a Certificate of Incorporation or Organization and last Annual Domestic Report to the Secretary of State of Louisiana must accompany the application.
- C. If the Sponsor is a Corporation or LLC and is registered out-of-state, a copy of the following documents are needed:
  1. A copy of the Certificate of Incorporation or Organization from the state where it is domiciled.
  2. A list of the Officers (Corporation) members (LLC) with their names, addresses and telephone numbers.
  3. A copy of the Certificate of Authority from the State of Louisiana.

**If Ownership is Non-Profit:** Submit a copy of the Internal Revenue Service Form 501-C.

**Site Plan:** Must accompany Fairs, Festivals and Outdoor Music Events.

**Insurance in the amount of \$1,000,000 and verbiage must read under Certificate Holder and as an Additional Insurer:** The Parish of Jefferson, its Districts & Agencies under the direction of the Parish President & Parish Council, 1221 Elmwood Park Blvd., Suite 403, Jefferson, LA 70123.

You must contact J.P.S.O., Public Assignment to reserve a Detail Officer(s), Deputy Daniel Theriot at (504) 363-5750.

When **blocking street(s) and/or alcohol** is present, J.P.S.O. **must be on-site.**

ABSENCE OF A J.P.S.O. DEPUTY WILL VOID THE PERMIT.

THERE IS A FEE FOR DETAIL OFFICER(S).



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SPECIAL EVENT APPLICATION

APPLICATION SHOULD BE RECEIVED BY THE SPECIAL EVENTS' OFFICE 30 DAYS PRIOR TO EVENT DATE.

(PLEASE PRINT - ONLY LEGIBLE PRINT WILL BE ACCEPTED)

DATE TITLE OF EVENT:
SPONSOR'S NAME EMAIL ADDRESS:
CONTACT NAME: TELEPHONE NO.
EVENT DATE(S) TIME: START END
ALTERNATE DATE TIME: START END

TYPES OF ITEMS FOR SALE (X) ITEMS USED OR SOLD AT EVENT:

WILL THERE BE ANY OUTDOOR COOKING AT THIS EVENT? YES NO
WILL BE SERVED: BEER WINE LIQUOR BEVERAGES FOOD
WILL BE SOLD: BEER WINE LIQUOR BEVERAGES FOOD
ENTERTAINMENT: LIVE MUSIC DJ/AMPLIFIED MUSIC ANIMALS
SHELTER: # OF CANOPIES # OF CRAFT BOOTHS # OF TENTS (41' OR LARGER) # OF TENTS (LESS THAN 41')

LOCATION/ROUTE OF EVENT

(PROMOTIONAL COMPANY FOR AMUSEMENT RIDES, CIRCUS OR FAIR)

COMPANY NAME PHONE
ADDRESS # OF MECHANICAL AMUSEMENT RIDES

TYPE OF OWNERSHIP (CHECK ONE): NON-PROFIT FEDERAL I.D.#(501C)
PROFIT TAX I.D. # INDIVIDUAL PARTNERSHIP CORPORATION LLC
OWNER'S NAME
OWNER'S HOME ADDRESS UNIT
CITY STATE ZIP
OWNER'S HOME TELEPHONE NUMBER CELL PHONE
PROCEEDS FROM THIS SPECIAL EVENT WILL GO TO
WILL THIS EVENT BE OPEN TO THE GENERAL PUBLIC? YES NO
APPROXIMATE NUMBER OF PARTICIPANTS IN THIS EVENT # OF VEHICLES/FLOATS

REVOCATION CLAUSE (Section 26-38)
Special Event Permit May Be Denied If: See Attached

HOLD HARMLESS AND INDEMNIFICATION OF JEFFERSON PARISH

I, REPRESENTATIVE OF, DO
HEREBY AGREE TO SAVE AND HOLD HARMLESS AND INDEMNIFY THE PARISH OF JEFFERSON AND/OR ITS
DEPARTMENTS AND/OR ITS EMPLOYEES, FROM ANY AND ALL LIABILITY, AND ANY CLAIM, LOSSES, DAMAGES,
COSTS, INCLUDING ATTORNEY FEES, SUITS AND JUDGMENTS ON THE ACCOUNT OF INJURIES OR PROPERTY
DAMAGE RESULTING FROM ACTIVITIES RELATED TO THE EVENT.

SIGNATURE OF APPLICANT DIRECTOR SIGNATURE
SHERIFF'S OFFICE - DO NOT WRITE BELOW THIS LINE
J.P.S.O. - PUBLIC ASSIGNMENT - SERGEANT JOSEPH KREGER, (504) 363-5754 - DEPUTY ROBYN JAMES, (504) 363-5750
J.P.S.O. - TRAFFIC DIVISION - CAPTAIN GREG LONERO, (504) 598-5881

NO. OF DEPUTY: RECEIVED BY: DATE:

**Sec. 26-38. - Denial of permits.**

The Director of Citizens' Affairs may deny any application for a permit under this chapter if:

- (1) The applicant has on prior occasions made material misrepresentations regarding the nature or scope of an event or activity previously permitted or has violated the terms of previous permits; or
- (2) The application is not fully completed or executed; or
- (3) The applicant has not tendered any applicable fee, indemnification agreement, insurance certificate, or security deposit to the director of citizen affairs; or
- (4) The application contains a material misrepresentation; or
- (5) The applicant is legally incompetent to contract or to sue or be sued; or
- (6) The applicant of the person or entity on whose behalf the permit application was made has, on any prior occasion, damaged public property on or adjacent to the right-of-way and has not paid in full for said damage or has otherwise outstanding and unpaid debts to the parish; or
- (7) The use or activity intended by the applicant will conflict with a prior application that has been granted or will be granted for the same date on the same right-of-way or property; or
- (8) The use or activity intended by the applicant will conflict with a previously planned program of the Parish of Jefferson acting through its departments or agencies; or
- (9) The use or activity is prohibited by the laws of the State of Louisiana or Code of Ordinances of the Parish of Jefferson; or
- (10) The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant or other users of the right-of-way; or
- (11) The applicant has not or cannot comply with the applicable license requirements for the parish or state concerning the sale of goods or services;
- (12) The scheduled event will interfere with the ingress and egress to polling places on election day.